



# State of Louisiana

## EXECUTIVE DEPARTMENT

EXECUTIVE ORDER NO. KBB 2005 - 7

### GRANT APPLICATION POLICY

- WHEREAS,** the state of Louisiana desires to effectively maximize the use of federal and private grant funds available to departments, commissions, boards, offices, entities, agencies, and officers of the state (hereafter **Agencies of the state**) and units of local government of the state of Louisiana;
- WHEREAS,** the state of Louisiana desires to increase the awareness of availability of such funds and programs available to agencies of the state, units of local government, and non-profit organizations;
- WHEREAS,** the state of Louisiana desires to reduce duplication of efforts and unnecessary competition within and among agencies of the state; and
- WHEREAS,** the Division of Administration's Office of Community Development is part of the executive branch of the state of Louisiana;
- NOW THEREFORE I, KATHLEEN BABINEAUX BLANCO,** Governor of the state of Louisiana, by virtue of the authority vested by the Constitution and laws of the state of Louisiana, do hereby order and direct as follows:
- SECTION 1:** The Division of Administration's Office of Community Development (hereafter **DOA-OCD**) shall perform the following functions:
- A. Provide technical assistance in prospect research and grant writing to all agencies of the state, units of local government, and non-profit organizations;
  - B. Notify all agencies of the state and units of local government of available programs to which said entities could apply for funding; and
  - C. Develop a system to collect information regarding federal and private grant funds received by agencies of the state, including procedures for notification of intent to apply for federal and private grant funds, notification of application, and notification of award to DOA-OCD.
- SECTION 2:** All agencies of the state shall submit an annual report that includes information regarding disbursements made to units of local government and any political subdivision thereof; and
- SECTION 3:** The annual report and/or notices shall conform to the requirements set forth by the DOA-OCD.
- SECTION 4:** Institutions of post secondary education shall:
- A. Be exempt from the requirements of Sections 1(C), 2 and 3 above; and
  - B. Submit an annual report to DOA-OCD that includes information regarding federal and private grant awards received by the institutions.

- SECTION 5:** The Board of Regents in conjunction with the management boards of the institutions of post-secondary education shall submit a plan to DOA, Office of the Commissioner, which outlines how institutions of post-secondary education shall participate in accomplishing the objectives set forth in this Order. This plan shall be submitted to the DOA by September 2005.
- SECTION 6:** All agencies of the state shall designate a single point of contact that will be responsible for communications with the DOA-OCD in regards to the actions outlined in this order.
- SECTION 7:** All departments, commissions, boards, offices, entities, agencies, and officers of the state of Louisiana, or any political subdivision thereof, are authorized and directed to cooperate with the implementation of the provisions of this Order.
- SECTION 8:** This Order is effective upon signature and shall continue in effect until amended, modified, terminated, or rescinded by the governor, or terminated by operation of law.



**IN WITNESS WHEREOF**, I have set my hand officially and caused to be affixed the Great Seal of Louisiana, at the Capitol, in the city of Baton Rouge, on this 5th day of March, 2005.

**/S/ Kathleen Babineaux Blanco**  
**GOVERNOR OF LOUISIANA**

**/S/ Fox W. McKeithen**  
**SECRETARY OF STATE**